

**SCOPE OF WORK
JANITORIAL**

**Dillingham FSS
FY 12**

All work described herein shall be done in accordance with the following specifications and standards. Appendix A lists the rooms and estimated square footage. Most service can be performed any time during the hours of 4:30 p.m. and 10 p.m., excluding holidays, except that work, which would have normally been done on the holiday, shall be done the following day, in addition to that day's normal duties. All work shall be performed at the specified time unless mutually agreed between the Contractor and the Contracting Officer's Representative (COR)

**COR: Sherry McCown
FAA, POG Logistics, North
301 E. 56th Avenue
Anchorage, AK 99518**

**(907) 269-1415
(907) 269-1305**

All equipment and supplies required for contract performance shall be Contractor-furnished.

Work shall be limited to Dillingham, AK FSS Bldg.

Additionally, the Contractor shall provide the COR with a written schedule of when work such as carpet cleaning, floor waxing, etc., shall be accomplished. The Contractor shall provide the COR with forty-eight hours written notification when work such as carpet shampooing shall be performed so that miscellaneous items can be picked up or removed from area to be cleaned.

A. WEEKLY: To be performed on a day agreed upon by the COR and Contractor between the hours of 4:30 p.m. and 10:00 p. m.

1. Item: **Floor, tile**

Specifications: Vacuum, sweep, or dust mop all tiled floors. Mop with a detergent solution. Remove all spots, stains, marks, and streaks with an appropriate cleansing agent from floors, baseboards, doorjambs, cabinets, and furniture legs.

Standard: A properly cleaned and mopped floor is free of all deposits, stains, streaks, film, and brush marks.

2. Item: **Floors, carpeted**

Specifications: Vacuum carpeting with an industrial-type vacuum and inspect for spots. When spots appear, remove with an appropriate industrial grade spot-removing solution using manufacturer's recommended techniques. This is to include entrance mats at front and rear entrances.

Standard: A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

3. Item: **Drinking fountains**

Specifications: Damp wipe all drinking fountains with a solution of water, detergent, odor eradicant, and germicide. Use a chlorinated powder to remove stubborn stains. Damp wipe all cleaned surfaces with clean water. Polish exterior and hardware with a lint free cloth.

Standard: A properly cleaned drinking fountain is free of all fingerprints, smudges, streaks, and stains.

4. Item: **Waste receptacles**

Specifications: Empty all waste from waste receptacles into contractor-furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles, which have been lined with a plastic bag, are not required to be wiped provided no leakage has occurred. Plastic liners are to be changed when stained or soiled. Place sealed plastic trash bags in the dumpster serving the FSS building.

Standard: A properly cleaned waste receptacle and plastic liner is free of all waste residues.

5. Item: **Restrooms**

Specifications: Damp wipe all washbasins, faucets, dispensers, plumbing fixtures, tops and bottoms of toilet seats, pipes, walls, in immediate area of washbasins, and spot clean toilet doors and partitions with a solution of water, detergent, odor eradicant, and germicide. Pour a quantity of the solution into each toilet bowl and urinal, and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust, or other stains from toilet bowls and urinals with an acid-type cleaner. Damp wipe all cleaned surfaces with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill all soap, paper towel, and toilet paper dispensers, and check to ensure proper operation. Vacuum floors and mop with a solution of water, detergent, odor eradicant, and germicide.

Standard: A properly cleaned restroom is free of all streaks, stains, deposits, and odors.

6. Item: **Furniture, dusting**

Rooms: All

Specifications: Dust all cabinets, tables, chairs, counters, bookcases, lockers, closet shelves, radiators, windowsills, doorsills, banisters, costumers, consoles, and wall-mounted appurtenances. Remove all spots and stains with a damp cloth. Equipment such as radios, computers, projectors, and electronic equipment, sitting or stored on shelves and tables is not to be dusted, moved or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust, lint, and cobwebs.

7. Item: **Employee break room**

Specifications: Dust all cabinets, tables, chairs, counters, appliances, shelves and wall-mounted appurtenances. Damp wipe all cabinets, counters, sinks, faucets, appliances and wall in immediate area of sink with a solution of water and detergent. Remove stubborn stains with a chlorinated powder and remove lime deposits, rust or other stains.

Standard: A properly cleaned coffee area is free of all streaks, stains, debris and deposits.

8. Item: **Janitorial storage area**

Specifications: Properly clean and keep in orderly condition

Standard: A properly cleaned and orderly janitorial storage area is free of all dirt, grime, and cobwebs. Brooms and vacuums should be stored securely to prevent accidents.

9. Item: **Exterior area and front steps**

Specifications: Scrape clean of ice and snow if required.

Standard: A properly cleaned area is free of ice and snow.

D. SEMI-ANNUALLY: To be performed in May and September.

1. Item: **Windows, inside and outside**

Specifications: Wash all windows on the inside. Wipe away all spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degree F, add an appropriate alcohol or chemical to the solution to prevent freezing.

Standard: A properly cleaned window is free of all smudges, streaks, and film.

2. Item: **Carpet cleaning**

Specifications: After vacuuming, shampoo the carpet using an industrial-grade rug cleaner, using manufacturer's recommended techniques. The time accomplishment will be agreed upon between the contractor and the Contracting Officer's Representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas, and has a uniformly bright appearance.

3. Item: **Floors, tile, waxing**

Specifications: Strip all old wax from tiled floor using an appropriate industrial-grade wax remover. Remove all marks and stains with an appropriate cleansing agent. Rinse with clean water to remove all wax. Wax using the manufacturer's recommended type and technique. Buff to a uniform gloss. Remove all deposits from furniture legs, cabinets, lockers, appliances, baseboards, doorjambs, and kick plates.

Standard: A properly cleaned, waxed and buffed floor is free of all marks, stains, streaks, and wax buildup, and has a uniformly bright appearance.

4. Item: **Walls, doors, woodwork, wood cabinets, sun filtering plastic shades or venetian blinds.**

Specifications: Spot clean all walls, doors, woodwork/cabinets, and window blinds and shades using an appropriate cleaning agent to remove all fingerprints, spots, stains, and smudges. Wipe away all stains, spillage, and dripping with damp cloth.

Standard: A properly cleaned wall, door, woodwork/cabinet, and blinds are free of all spots, stains, streaks, cobwebs and film and has a uniformly bright appearance.

3. Item: **High cleaning**

Specifications: Dust/vacuum ceilings, vents, grills, ledges, transcom or light fixtures. Remove any spots with a damp cloth.

Standard: A properly cleaned ceiling, vent, grill, ledge, transcom or light fixture is free of all dirt, grit, spots, stains, lint, and cobwebs.

Appendix A

<u>Rooms</u>	Floor Covering	Apprx Sq. Ft.
Manager's Office	Carpet	129
Locker Room	Tile	111
Restroom	Tile	40
FSS Operations Room	Carpet/Tile	445
Break/lunch Room	Carpet	163
Frame Room	Carpet	548
Frame Room Office	Carpet	200
Frame Room Storage	Tile	68